In partnership with the Office of Graduate Studies, the Dr. Patricia Lynch Stith Student Success Center (PLSSSC) is offering graduate assistantships for new and returning graduate students for Spring 2019. In exchange for tuition support and other compensation, graduate student participants will serve as tutors and/or tutor coordinators for undergraduate math and English courses. Participants will also benefit from training and the opportunity to earn college-level instructional experience.

**Essential Duties**

- Schedule tutoring sessions and conduct each session on time and in an appropriate manner
- Meet with undergraduate students one-on-one and in small group sessions to assist with academic studies
- Share study strategies and tips to facilitate academic skill development
- Provide a supportive, encouraging, safe environment conducive to learning
- Provide services that are consistent with a commitment to professionalism and confidentiality
- Maintain contact documentation as required for program records
- Submit tutor contact logs and timesheets accurately and promptly
- Participate in required tutor training sessions
- Perform other duties as needed
- Be available 10 – 20 hours a week

**Qualifications**

Full-time graduate students in good standing must have the following skills:

- The ability to work independently and as part of a team
- Excellent customer service skills
- A professional work ethic
- A strong dedication to serving others

**Compensation**

- Tuition and fees per semester
- $15 per hour (for 10 – 20 hours a week)

**Selection Process**

- Program Coordinators or a faculty members in the School of Education recommend graduate students.
- Each nominated student submits a complete application form (supplied by PLSSSC) that includes hours of availability and math and English topics or levels for which the students feels competent to provide tutoring.
- PLSSSC staff and faculty in math or English will review applications, select finalists for required interviews, conduct interviews and choose program participants.
- Students will be notified about whether they are selected or not by the end of December 2018.